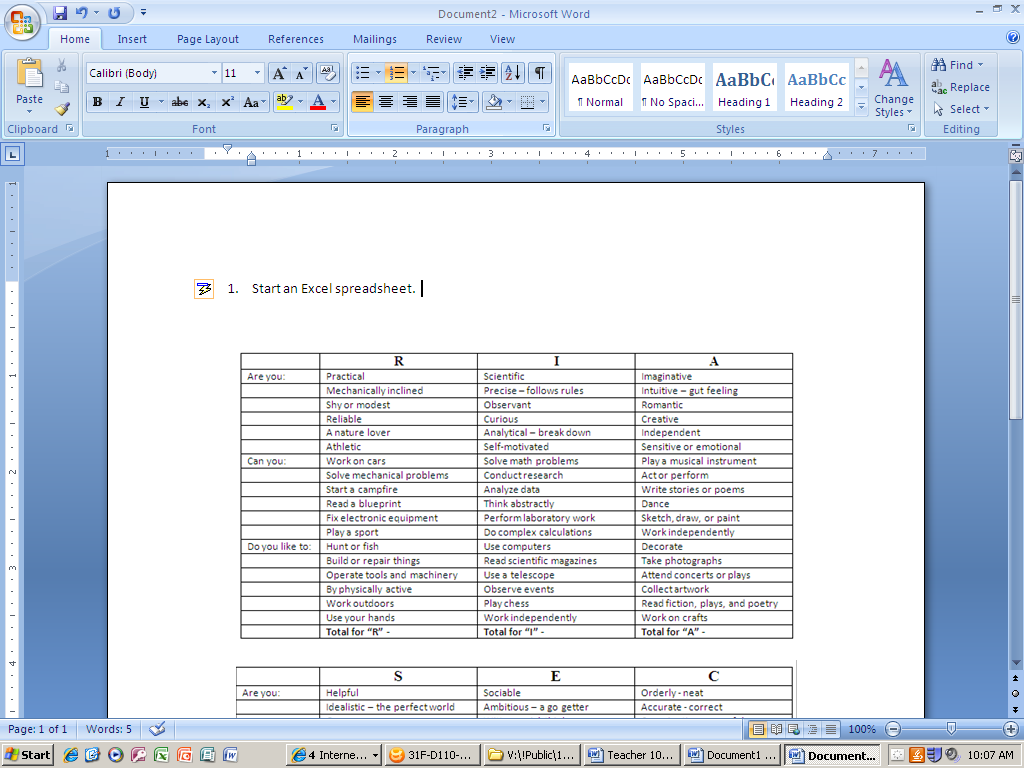
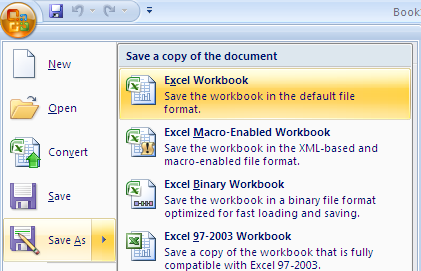
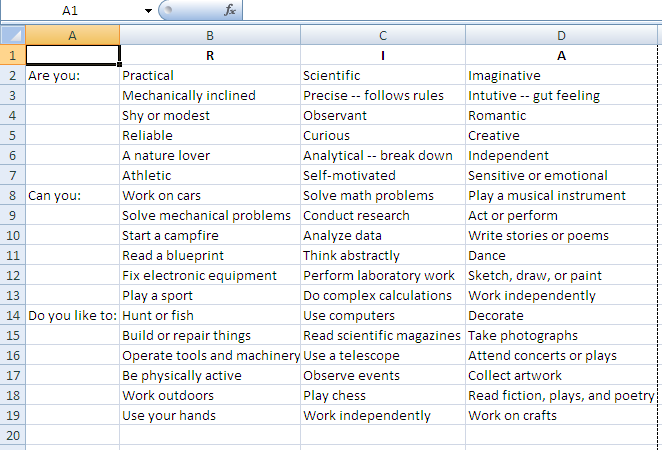
1. Start an **Excel** spreadsheet by clicking on its icon in the bottom task bar. 
2. Use the **Office Button** to do **Save As Excel Workbook**.



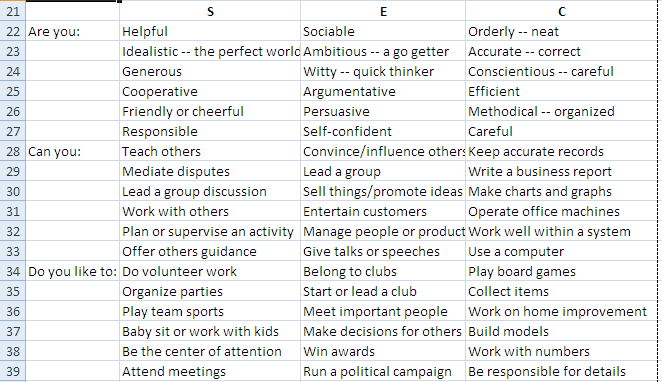
1. Choose **desktop** and use the **filename**: **HollandInventory.xlsx**

1. Type the text into the appropriate cells on the spreadsheet. Widen the columns as necessary. Use the **center** tool  and **bold**  for **R**, **I**, **A**.



1. Type the following text into the cells below. Use the **center** tool  and **bold**  for **S**, **E**, **C**.



1. Include this header. Use the current date icon to put in the date. 



1. Drag the margin down below the header.
2. Include this footer. Use the filename icon to put the filename on the left.

Use the page number icon  and number of pages icon  in the right section.

